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June 7, 1978

TO: N. R. KING, CITY MANAGER
FROM: C. R. LINES, CHIEF OF POLICE
SUBJECT: REVISION OF OFFICE HOURS

In an effort to minimize overloading of various employee functions due to possible personnel cut-backs, or non-hiring due to attrition, I am recommending the following revision of business hours: 8:00 a.m. to 5:00 p.m. Monday through Friday and 8:00 a.m. to 12:00 noon on Saturdays.

Closing the doors to walk-in traffic in no way precludes citizens with emergent problems from receiving assistance should they come to the police building during off-hours.

By use of the intercom system in the entry way, the dispatcher on duty can assist with information or allow the person entry to the lobby. In addition to the aforementioned, I strongly recommend and urge closing the city hall switchboard after 5:00 p.m. weekdays and on weekends, utilizing a taped message advising callers of a business number for routine information or assistance. The business line is envisioned as a single line with no transfer capabilities housed in the business office of the police department. My understanding is this can be done without altering present equipment and adding only the taped message.

Utmost of importance is the continuation of daily routine business which will not lessen in the coming months. In order to stay on top of our requirements, it is clearly necessary to provide what I call "free time" for our communication officers to maintain an orderly flow of paper work without interference from outside sources. These communication officers are going to have to double up on the workload during vacation time and also because of cutbacks which have already begun in their work family.

Hopefully, your immediate consideration will be given this proposal so we may implement July 1, 1978.

Respectfully submitted.

CRL:ap

I concur with Charlie Line's recommendation and have asked him to begin to prepare for implementation.

Recommendation: That council concur in the revision of police department station hours.

N.R.K. *[Signature]*

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